



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

November 2017

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Performance Measures

Police Calls and Service Times

* NOTE: Calls for Service listed here, separate frequent checks from all other calls for service. There are 5,314 frequent checks to date for 2017.

Month	2014	2015	2016	2017	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2894	2571	2673	2748 + 723 fc	1:27 Minutes			
February	2714	2422	2585	2336 + 421 fc	2:11 Minutes			
March	2885	2714	2884	3557 + 504 fc	1:56 Minutes			
April	3005	2808	2925	2736 + 462 fc	1:45 Minutes			
May	3197	2961	3089	3050 + 609 fc	2:05 Minutes			
June	3161	3059	3096 +630 fc	3067 + 706 fc	1:45 Minutes			
July	3515	3076	2945 +495 fc	3370 + 328 fc	2:15 Minutes			
August	3280	3064	2824 +209 fc	3081 + 251 fc	2:04 Minutes	12 = 1:52	5 = 2:07	20 = 2:13
September	3129	2892	2689 +404 fc	2926 + 316 fc	1:55 Minutes	15 = 1:20	9 = 2:24	8 = 2:01
October	3158	2805	2813 +615 fc	3142 + 302 fc	2:27 Minutes	19 = 3:17	3 = 2:49	10 = 1:17
November	2763	2871	2502 +616 fc	2978 + 692 fc	2:08 Minutes	15 = 2:44	5 = 2:24	7 = 1:18
December	2551	2512	2579 + 608 fc					
Totals	36252	33,755	28,523	38,305 (32,991w/o fc)				
Avg Per Day	98.5	92.4	93.8 cfs	114.6/ CFS Day				

Crime

November Totals

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Assault	Burg-Res	Burg -Non	Larc	M/V	Total
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Nov 17	2	0	3	2	12	10	3	50	2	84
Nov 16	1	0	2	5	13	23	3	60	4	111
Diff +/-	+100%	0%	-33.3%	-60.0%	-7.7%	-16.7%	0%	-16.7%	-50.0%	-24.3%
	Monthly		Total	%		Monthly		Total	%	
	Violent Crime Diff +/-		21/19	-9.5%		Property Crime Diff +/-		90/65	+27.8%	

Yearly Totals

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Assault	Burg-Res	Burg-Non	Larc	M/V	Total
YTD 17	7	13	21	28	114	75	30	667	37	992
YTD 16	11	11	35	31	163	183	27	684	44	1189
YTD %	-36.4%	+18.2%	-40.0%	-9.7%	-30.1%	-59.0%	+11.1%	-2.5%	-15.9%	-16.3%
YTD	Violent Crime YTD (Diff %)			251/183	-27.1%	Property Crime YTD (Diff %)			938/809	-13.8%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY18 paving total – 0.84 miles (July 1, 2017 through November 2017)

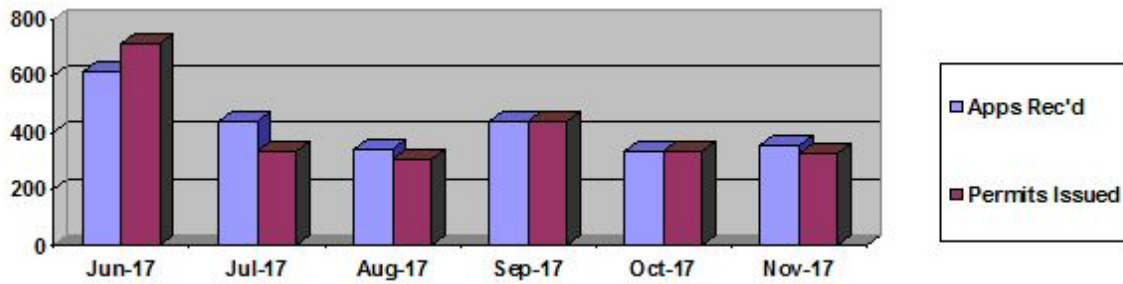
Diversion Rate of Solid Waste from Disposal at a Landfill

- November diversion rate – 45.7%
- 12-month (December 2016 – November 2017) diversion rate – 41.2%

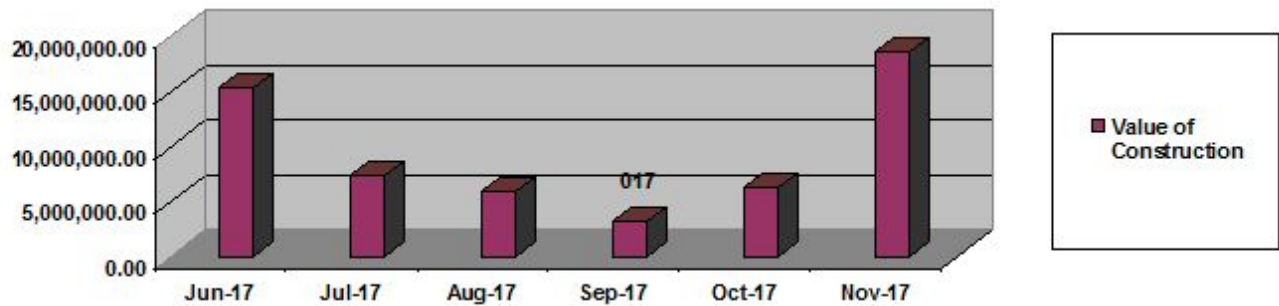
Water Quality Testing Results

- There were no water quality issues with the November 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

Permits - 351 permit applications were received; 326 permits were issued.

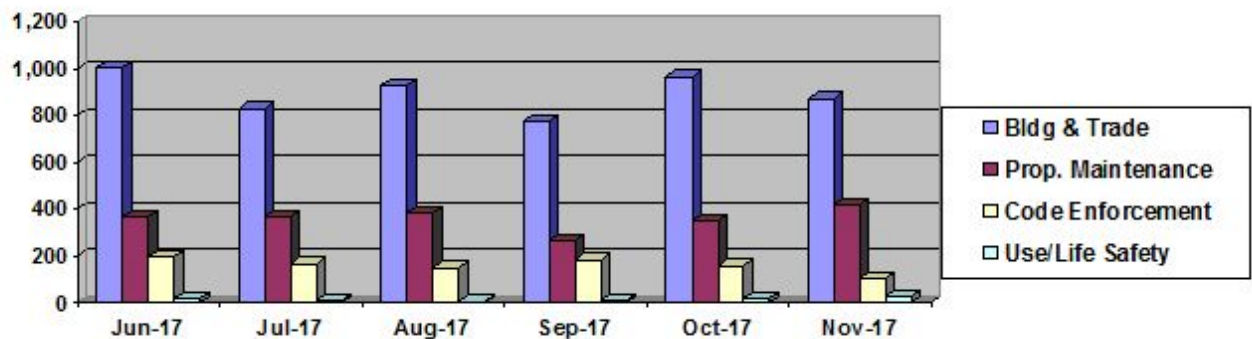


Value of Private Construction - \$18,547,654.73



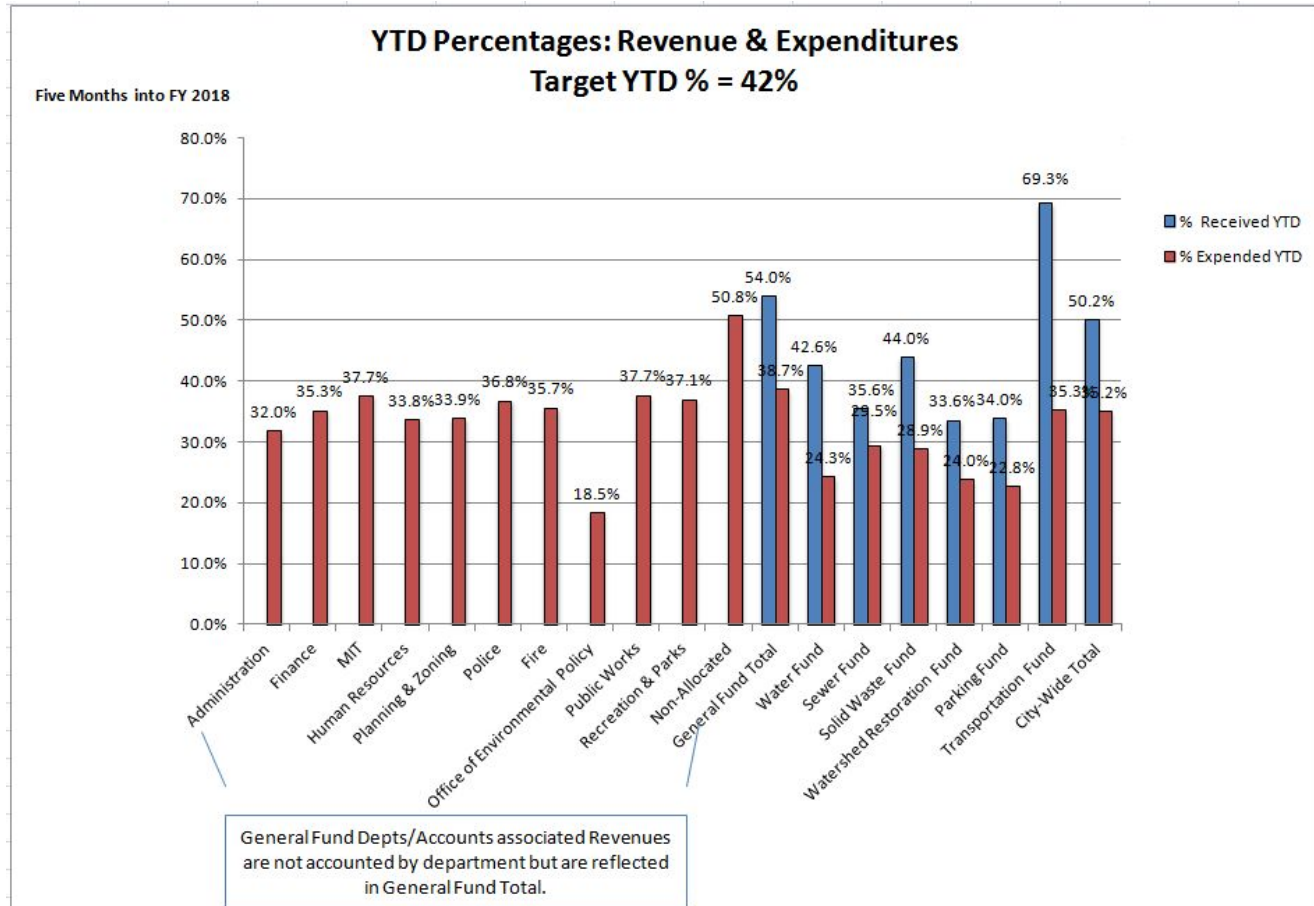
Private Construction Inspection Performed

871 Building and Trade Inspections
 101 Code Enforcement Inspections:
 27 Use/Life Safety Inspections;
 417 Property Maintenance- (*Includes 178 apartment units at Woodside Gardens and 1-34 S. Monroe*)

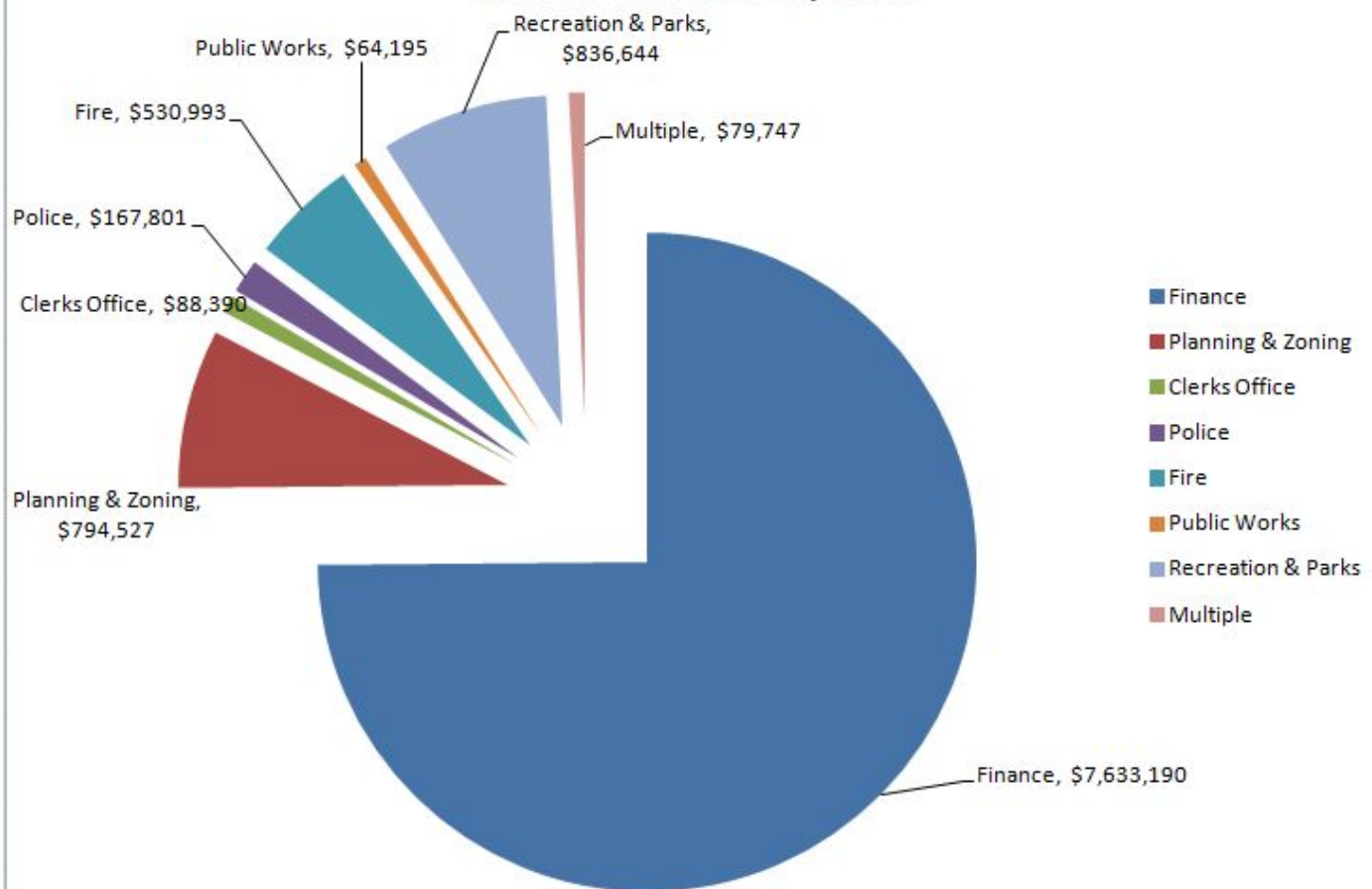


Budget Status

YTD Percentages: Revenue & Expenditures						
November 2017; YTD Target %: 42%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				859,451	32.0%	2,688,347
Finance				901,384	35.3%	2,556,986
MIT				682,836	37.7%	1,813,466
Human Resources				263,334	33.8%	778,568
Planning & Zoning				1,283,822	33.9%	3,787,409
Police				6,934,458	36.8%	18,822,932
Fire				6,126,157	35.7%	17,171,740
Office of Environmental Policy				83,511	18.5%	451,912
Public Works				3,057,445	37.7%	8,104,055
Recreation & Parks				1,805,543	37.1%	4,873,028
Non-Allocated				6,783,909	50.8%	13,359,270
General Fund Total	40,211,154	54.0%	74,487,718	28,781,850	38.7%	74,407,713
Water Fund	3,296,682	42.6%	7,733,600	1,879,953	24.3%	7,729,676
Sewer Fund	3,098,600	35.6%	8,709,000	2,562,746	29.5%	8,692,706
Solid Waste Fund	938,516	44.0%	2,133,400	753,342	28.9%	2,609,477
Watershed Restoration Fund	504,145	33.6%	1,500,000	290,394	24.0%	1,209,899
Parking Fund	2,664,163	34.0%	7,841,000	1,781,716	22.8%	7,799,573
Transportation Fund	2,615,742	69.3%	3,774,568	1,602,825	35.3%	4,545,652
City-Wide Total	\$ 53,329,002	50.2%	106,179,286	37,652,826	35.2%	106,994,696



General Fund Revenue by Department thru November 30, 2017



This revenue representation does not include Real Property Tax in the amount of \$27,300,030 and Personal Property Tax in the amount of \$2,715,636.

Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- Awarded to GreenVest. Agreement in process.

RFP 17-21 – Lease of the Market House

- Competitive negotiations with 2 firms on-going, as directed by City Council.

RFI 18-04 – Temporary Flood Barriers

- 8 Responses received. Information is under review.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition underway.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Awarded to L & R Floors. Project scheduled for November 2017 completion.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

- Prequalified list of bidders developed. Project bid packages being drafted.

IFB 17-17 – Bywater Park Improvements

- Awarded to Avid Services. Project scheduled for November completion.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Detailed design/construction documents scheduled for November 2018 completion.

Pending Procurements

IFB 18-05 – City Dock Boardwalk Replacement

- Draft in progress. Anticipated release December.

IFB 18-06 – Tennis Court Renovations

- Draft in progress. Anticipated release TBD.

IFB 18-07 – PMRC Ballfield Improvements

- Draft in progress. Anticipated release TBD.

RFQ 18-08 – Truxtun Park Pool Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-10 – Main Street Reconstruction

- Draft in progress. Anticipated release December.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – Work continues on the RFP for the upgrade to the pump station. RFP will be ready for review in December.

Sewer Rehabilitation and Water Distribution

Sewer Rehabilitation (72006) – Previously identified closed circuit televising (CCTV) work is complete. Point repair work required ahead of identified Cured-in-Place Pipe (CIPP) sewer rehab is currently being scheduled. Shiley Street force main has been installed, tested and connected to the system. Punch list items are being addressed and close out documents are expected to be received in December to complete the project. USNA Flowmeter (72006) – The City has reviewed and returned comments to the consultant for the 80% design drawing/specifications submittal for a new flume. Awaiting final design. Buried Asset Evaluation (72006 & 71003) – The comprehensive data update to the water and sewer models is nearly complete. Data update to iWorQ is to be scheduled. The GHD final draft of the Comprehensive Assessment Plan has been received and review is underway. The GHD final draft of the 10-year water and sewer plan and the final draft software review report are expected soon. Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues and prioritization of large meter replacement is ongoing. Large meter rehabs and replacements by Utilities have been initiated. Chesapeake Avenue Water Main Replacement (71003) – Project has been closed out and final payment has been made.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 capital funding is available.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Windows in opening left by demolition of the filter building addition have been installed. Work is approaching Substantial Completion, which is expected in mid-December. Remaining activities to be completed include paving surface course; analyzers and chemical areas piping and electrical connections; site work; and punch list items.

City Dock Bulkhead Replacement, Phase 2

The stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. Development of 110 Compromise is ongoing. Construction of the electrical room to house the City Dock

electrical panels that are currently located in the Donner parking lot is underway. A lease agreement for use of the electrical room within 110 Compromise was negotiated. De-energizing and relocation of the electric panels will occur once lease agreement is executed. The power outage will likely take 8 – 10 weeks including system hook up and re-energizing by BGE. Preparing RFP for replacement of boardwalk timbers from Phase 1 Bulkhead Replacement. Coordinating with previous design engineer and contractor. Project anticipated to take place in January/February after the holiday season.

City Dock Tidal Flood Mitigation

The final FEMA grant application was submitted in April 2017; no feedback has been received to date. The \$3.5M grant, if received, will be used for the construction of the flood mitigation project. AECOM, the City's design consultant, are under contract to take the stormwater and flood mitigation concept design through final bid documents.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement. Consensus is building on a clear course of action for site mitigation. Sampling work continues for semi-annual monitoring events.

Maintenance Facilities

Demolition ongoing. Guaranteed Maximum Price received on November 28. Building Permit comments due on December 6.

Road Resurfacing

FY18 work is underway on Shiley Street, Ridge Road, Claude Street, Forbes Street, and Fairfax Drive. Paving has been completed on Westwick Court, Fair Hill Court, Chelsea Court, Dorset Court, Beacon Court, Ashford Court, and Burnham Wood Court.

Main Street Reconstruction

The construction is being planned to start in January 2018 with the installation of sprinkler connections, with the roadwork beginning in April 2018 and complete at the end of September 2018. An inventory of buildings with sprinkler system connections indicated that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000. The HPC public hearing for the project was held in September; HPC has issued its approval. The construction drawings are being finalized.

Cornhill Street Sidewalks

Construction is underway with approximately half of the curbing installed. The work is expected to be completed in early January 2018.

Wayfinding Sign Program

All replacement signs installed by City crews are complete. Two signs need to be re-fabricated and installed. One sign on Main Street was stolen and will not be replaced due to cost. Phase 2, Vehicular Wayfinding Signs, is beginning. Merje, the pedestrian sign design firm, has been given a notice to proceed with the preparation of the Design Intent Drawings & Specifications (Bid Package).

Truxtun Park Ballfield Grading

The expanded scope of work requires a Soil Conservation District (SCD) grading permit. Preliminary grading plans were prepared and will be submitted to SCD. Recreation & Parks Department is seeking an additional grant to install new fencing for the two ballfields. Work is to be complete by Spring 2018.

Bywater Park Development

The Contractor has completed the construction phase of the project. Playground equipment was purchased. Installation is anticipated in December 2017. The park re-opened to the public.

Personnel Update

New Hires

Police:

- Police Officer (1)
- School Crossing Guards (2)

Recreation & Parks:

- Rec Temp (1)

Planning & Zoning:

- SMBE Liaison

Promotions/Internal Vacancies Filled

Fire:

- FF 1/C-Fire Marshal Invst
- FF I/II EMT-P
- FFIII - Technician

Public Works:

Law Office Report

Open Litigation

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration, which is pending.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery resumed; City's Motion for Summary Judgment denied; City's Motion for Reconsideration pending; jury trial scheduled for 5 days to begin 3/20/18
City v. Neal, et al. (195 Clay Street violations) A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; property sold at tax sale; City is pursuing advanced costs and abatement of Code violations with new owner. CLOSED.
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court; owner filed Motion, set for hearing on 3/6/18
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Public Safety Disability Retirement Board decision affirming HR director's decision to deny disability retirement application; Circuit Court affirmed PSDRB.
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals; briefs filed; hearing pending

CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing; Plaintiff filed a 2 nd Amended Complaint; City responding
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial occurred 8/1/17 and 10/3/17 but not completed; continued to 1/19/18
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; Trial scheduled to begin 1/11/18
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Oral arguments on 10/6/17; Court of Special Appeals affirmed Circuit Court decision affirming City's decision.
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing; City filed Motion for Summary Judgment. Plaintiff filed response. City filed Reply. Court granted partial summary judgment and granted Plaintiff the right to file surreply to balance of Motion for Summary Judgment; decision pending
Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)	APD	Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; Plaintiff filed Amended Complaint. Hearing pending 12/19/17
Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)	APD	Complaint filed alleging false arrest, negligence; City filed Answer; Plaintiff filed 4 th Amended Complaint
RL BB ACQII-MD RGD, LLC – PJR (“Rocky Gorge”) A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)	P&Z	Appeal of a denial by Planning Commission of application for major modification of a planned development; memoranda pending
Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)	DOT	Plaintiff filed suit alleging personal injury resulting from a City accident
E.Smith v. City A.A. District Court Case No. D-07-CV-17-012980 (L40-17)	DOT	Plaintiff filed suit seeking \$5k for damages relating to a parking citation issued 9/6/15

T.Smith v. City A.A. District Court Case No. D-07-CV-17-013502 (L41-17)	DOT	Plaintiff filed suit alleging damages resulting from collision with City bus
Randall v. City A.A. District Court Case No. D-07-CV-17-013504 (L42-17)	DOT	Plaintiff filed suit alleging damages resulting from collision with City bus
Hall v. COA, et al. A.A. District Court Case No. D-07-CV-17-007695 (L44-17)	APD	Plaintiff filed suit alleging APD wrongfully possessing property seized pursuant to a valid warrant; hearing occurred 11/21/18; Judge ordered City to release some items seized and to release other items no later than 12/22/17; City filed Motion for Reconsideration and Plaintiff filed Motion to Alter or Amend Judgments; rulings pending
McCall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-17-003302 (L43-17)	DOT	Plaintiff filed Complaint alleging personal injury resulting from a vehicle accident with an uninsured driver and is seeking damages against the City under the State uninsured motorist laws
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending; Amended Complaint filed 8/4/17
Henry v. COA	APD	Claim and Answer filed; fact-finding conference pending
Administrative Hearings:		
Pristoop v. COA	APD	Appeal of denial of pension vesting status to Civil Service Board; hearing occurred; Civil Service Board affirmed.
Workers' Compensation Appeals to Circuit Court:		
COA v. Krauss	APD	City appealed the WCC permanent partial disability finding on 8/23/17; Pretrial conference scheduled for 4/18/18; discovery ongoing
COA v. Ferracane	APD	City appealed the WCC permanent partial disability finding on 8/23/17; no Scheduling Order issued yet; Defense will contact Assignment Office to inquire re: same

COA v. Donahue	AFD	City appealed the WCC finding allowing a “worsening” of condition on 3/13/17. Discovery has been completed. Mediation occurred 10/16/17 but no settlement reached. Pretrial conference scheduled for 12/14/17.
COA v. Blair	PW	City appealed the WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant’s need for treatment is causally related to the accidental injury; awaiting scheduling order
Union Grievances:		
(none)		

Adopted Legislation

(No City Council meetings in November)

City Clerk

13 – Fully Executed Contracts/Agreements
 7 - Special Event Application Reviewed
 2 - Solicitors Applications
 2 - Draft City Council Meeting Minutes
 7 - Draft Board of Supervisors of Elections Meeting Minutes
 7- Agenda Posting – Board of Supervisors of Elections
 2 - Payroll Processed
 121 – Citizen Requests
 Full Time – Election Assistance
 Processing In- New City Council Members & Orientation Planning
 Processing Out – Retiring / Defeated City Council Member
 Completion of Staff Annual Reviews
 Calendar Creation 2018 City Council Meeting Dates / Work Session Dated
 Website Management – Elections
 License Renewal Training

Board Of Supervisors Of Election:

SUCCESSFUL completion of the 2017 City of Annapolis Municipal Primary and General Elections.

CITY COUNCIL

Pursuant to Charter Article IV - THE CITY COUNCIL, Sec. 4. - Meetings.

(a) The city council shall meet regularly on the second Monday of each month except during the month of August and during the month of November in the year of a municipal general election.

City Council Associate

Full Time – Election Assistance

Assembled orientation notebooks for the newly elected Council members

Created slide show presentations for the Orientation

Sent Campaign Fund Reports to be posted on the City's website.

Standing Committee Meeting Dates/ Attendance:

Pursuant to Charter Article IV - THE CITY COUNCIL, Sec. 4. - Meetings.

(a) The city council shall meet regularly on the second Monday of each month except during the month of August and during the month of November in the year of a municipal general election

Deputy City Clerk

Full Time – Election Assistance

26- One Day Liquor License Applications

3- Board Approved Applications

1- Violation: Issued to ACME BAR & GRILL ON 11/1/2017 (Fine Amount: \$500)

Currently Working on: 2017-2018 Renewals, 2017 State Financial Disclosure Statements, Annual B&C Report, Monthly Comptroller Report, January 2018 ABCB Agenda

Trainings/ Meeting Attendance:

SEVERAL - Anne Arundel County Board of Elections – City of Annapolis Board of Supervisors of Elections Meeting.

Public Safety Update

Fire Department

Monthly/ YTD Response Statistics

The Department responded to 897 calls for service in November and a total of 10,758 calls for 2017 with the following breakdown:

- EMS - 636 or 74%
- Fire – 164 or 17%
- Service – 72 or 6%

- Rescue – 12 or 2%
- Hazmat – 13 or 1%

Notable Incidents – Highlights

- 11/02/17 - Suspicious Package - Eastport Elementary School - Explosive Services Response
- 11/04/17 - Water Rescue - South River
- 11/06/17 - Arson Fire – Capital Drive
- 11/07/17 – Water Rescue – Spa Creek
- 11/08/17 – Stabbing – Annapolis High School
- 11/08/17 – Working Dwelling Fire – Bowie Avenue
- 11/08/17 – Working Dwelling Fire – Spa Road
- 11/12/17 – Water Rescue – Spa Creek
- 11/24/17 – Apartment Fire – Fairview Avenue – Three Alarms

Emergency Medical Services

- Attended Meeting with Anne Arundel County regarding Paramedic Recertification Training
- Attended Annapolis Substance Abuse Prevention (ASAP) Committee meeting
- Attended Meeting with Anne Arundel Community College regarding Paramedic Training
- EMS support for Annapolis Running Classic
- Flu Vaccinations started for all personnel continuing
- EMT recertification class completed
- EMT-P Re-certification class on-going
- Medical Bag assigned to City Hall

Notable EMS Incidents – Monthly Highlights – Accomplishments Highlights

- EMS Transports: **435**
- Cardiac Arrest Survival Rate: 7 patients with 2 ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 18 OD's, 1 known death
- Tactical Medic Units Activations – 3
- Special Events Medics – 1
- SAFE Station Incidents – 7

EMS Fees Collected (Fiscal Year)

July	\$173,436.39
August	\$133,490.10
September	\$ 87,040.30
October	\$100,037.81
November	\$203,639.82

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses – 9

- Investigations – 5 (Arson)
- Suspicious Package Responses – 10
- EOD Standby – 2
- Recovered Explosives – 0
- Assist Police Incidents – 4
- Bomb Threats – 1
- Internal Investigations – 0
- Fire Safety Inspections – 15
- Code Enforcement Complaints – 1
- Background Investigations – 1
- Investigator Williams – Origin and Cause (Fire Investigation) Training Course completed
- Lt. Ruth conducted Explosive Training for the County Police academy

Other Events/Activities

- The EMS Division conducted 0 citizen CPR courses.
- Completed 93 new fire safety building inspections and 38 re-inspections (includes inspections conducted by station personnel).
- Chief Stokes and D/C Simmons attended County Executive Schuh's monthly Public Safety Core Group Meeting.
- Our personnel installed 8 Smoke detector(s) and 5 CO alarm(s) and conducted 5 public education events.
- The Fire Marshal's Staff conducted 25 Fire Permit/Plan Reviews and 13 Building Permit Reviews.
- Training hours completed – 1205
- This month's Fire Prevention Message – "Can your ashes"
- Winter weather preparations are completed – Snow plows installed and checked for operation, salt supplies checked, all snow chains and snow blowers checked. New personnel have demonstrated they can install cable snow chains and use automatic snow chains.
- The Fire Marshal's Office did a Public Education presentation of Fox 45 morning news on cold weather safety, deep frying turkey safety and Christmas tree safety.
- The Department has responded to several clothes dryer fires at the Admiral Farragut Apartments due to overloading the dryers. Our Fire Marshal's Office met with the management and signs were posted in both English and Spanish to not overload the dryers. No problems have been noted since that.
- The Fire Marshal outreach met with a Boy Scout troop leader and the director of the Gardens of Annapolis regarding outreach programs.
- New IPADS issued to FMO personnel.
- Chief Stokes met with the AA County Fire Chief regarding AFD responses into the County.
- Our personnel participated in the Hero Day at West Annapolis Elementary School.
- Our personnel participated in the Travis Manion Foundation Legacy event at the Walter S. Mills Parole School. The children made holiday cards for the wounded soldiers at Walter Reed Hospital.
- The Training Division conducted RIC (Rapid Intervention Crew) training at the O'Callaghan Hotel on November 13-22. The County and USNA Fire Departments also participated.
- Annual MRE Tug-of-war.

Financial Activity Report

OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).

For the month of November the Department used 1229.95 hours of overtime at a cost of \$66,904.07 which represents a usage of 15.65% of our total annual budget available for overtime. Our YTD overtime expenditures are \$227,696.69 or 52.95% of our annual OT budget.

(Note: The holiday pay premium negotiated in the 2017 Union contract is being funded through the overtime account and is not reflected in the overtime expenses noted above.)

We currently have two (2) employees on extended disability leave, two (2) on modified duty, and a total of eight (8) firefighter vacancies.

We have also been notified that one of our military reserve SAFER Grant firefighters received orders for a one year deployment starting around December.

Grants update:

1. State of Maryland 508 Funds (\$89,253) - FY 2018 funding received by Finance awaiting entry in MUNIS.
2. SAFER Grant – All personnel hired and in positions - 2nd year of grant starts January 2018.
3. Application submitted for MIEMSS 50/50 AED/Monitor/Defib grant.

Major Planned Actions

- AFD/APD Active Shooter Training – Rescue Team Concept.
- Close before you Dose Safety campaign.
- Fire Department Five (5) Year Goals Planning Meeting on December 12, 2017.
- Holiday events – Midnight Madness, New Years Eve, etc.
- Annual Annapolis Fire Department Santa Run.
- Conduct annual Ice Rescue Training.
- Conduct OSHA mandated Trench Rescue and Confined Space Training.
- Operation Holiday Safety – Visit all businesses downtown to stress holiday fire safety.

Emergency Management

Incidents and Events

- November 3rd to 6th – Coastal Flood Advisory
OEM sent four Emergency Management Alerts to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- November 8th – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- November 9th – Coastal Flooding
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- November 10th and 11th – Overnight Warming Center Activated
OEM, Recreation & Parks, and We Care & Friends activated the overnight warming center at the Stanton Center for the first time this season on November 10th and 11th. 10 participants attended each evening for a total of 20 individual referrals.
- November 16th – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding

partners about minor coastal flooding forecast around City Dock and Compromise St.

- November 18th – Coastal Flooding Downtown
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.

Planning

Emergency Management has received some promising initial feedback from the Federal Emergency Management Agency (FEMA) in regards to the \$3M Hazard Mitigation Grant Program application for flood mitigation. FEMA has also asked for some additional information, which OEM is pursuing in conjunction with Public Works.

- On November 1st OEM staff met with representatives from Anne Arundel County OEM, Department of Aging and Disabilities, Public Libraries, and Central Services to discuss potential locations for Disaster Assistance Centers following a major disaster.
- On November 2nd OEM staff attended the State Disaster Appendix Kickoff Meeting held at MEMA headquarters.
- On November 2nd, OEM participated on a conference call with Environmental System Research Institute (ESRI) regarding the Bed Finder project.
- On November 3rd, OEM hosted a Neighboring Jurisdiction meeting where surrounding public safety agencies including the FAA, Maryland Coordination & Analysis Center, Maryland State Police, and

City

officials delivered presentations and provided jurisdictional updates.

- On November 6th, Emergency Management participated in a planning call for an upcoming Tabletop Exercise related to the 2018 Naval Academy Graduation.
- On November 7-8th, OEM staff attended the Maryland Emergency Management Agency's Fall Retreat in Salisbury, where two days of meetings with Emergency Managers from across the State took place.
- On November 8th OEM staff met with Annapolis Police representatives to discuss UAS operations and current progress on program development.
- On November 8th, OEM staff participated in a working group conference call for the Bed Finder with the Department of Health, Department of Health IT and Annapolis MIT.
- On November 14th, OEM attended meetings with the Department of Health, Department of Health IT and the Mental Health Agency to present new updates to the Bed Finder.
- On November 20th OEM staff attended the Baltimore UASI Recovery Committee at the Baltimore Metropolitan Council.
- On November 21st, OEM staff attended the monthly Urban Area Security Initiative meeting in Glen Burnie.
- On November 21st OEM Staff met with representatives from Anne Arundel County OEM and the Anne Arundel Public Libraries to tour library facilities to better understand the spaces and capabilities and whether they could be suitable for use as Disaster Assistance Centers.
- On November 22nd, OEM staff organized a meeting to discuss the leadership transition of the Cultural Resources Hazard Mitigation Planning with Planning & Zoning. OEM staff reviewed the Emergency operation Plan and its Annexes for finalization. OEM staff continued development on the Annapolis Disaster Recovery Plan and supporting documents. The Hazard Mitigation Plan Update is now under final review and will soon be submitted to the Maryland Emergency Management Agency and the City Council for approval.
- On November 27th, OEM staff participated in a working group conference call for the Bed Finder with the Department of Health, Department of Health IT and Annapolis MIT.

- On November 29th, OEM staff met with Annapolis MIT to review materials on the Bed Finder presentation for the upcoming ESRI Public Sector Conference in December. OEM continued developing the protocols and procedures for the new public safety drone program. OEM staff has been regularly meeting with audiovisual and technology contractors to plan the enhancement of systems in the Emergency Operations Center.

Training/Exercise

- On November 6th, OEM hosted the Baltimore UASI T&E Planning, Training, and Exercise Plan (PTEP) Workshop.
- On November 12th OEM Staff attended the Strategic Leadership in Emergency Management Symposium held by the Naval Postgraduate School.
- On November 13th through the 15th OEM Staff attended the International Association of Emergency Managers Conference.
- On November 15th, OEM staff attended the Anne Arundel County Training & Exercise Committee Meeting.
- On November 17th, OEM participated as a controller for the Anne Arundel County Mass Arrest Exercise.

Outreach

- OEM has increased its total Facebook page “likes” to 2,283.
- OEM has increased its Twitter followers to 1,581.
- A total of 4,185 people have downloaded the Prepare Me Annapolis app, with 757 Android downloads and 3428 Apple downloads.
- On November 22nd, OEM and the Fire Department were featured on Fox 45 at the Taylor Avenue Fire Station. OEM discussed winter preparedness and holiday safety during multiple live segments.
- On November 29th, 1430 WNAV radio interviewed OEM staff on the importance of preparing Emergency Action Plans for houses of worship.

Grants Management

Emergency Management encumbered funds in November for the fiscal year 2015/2016 Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP) on behalf of the Annapolis Bomb Squad, Police Department and Office of Emergency Management.

November 2017	
UASI FY 2016 LETPA	\$288.99
UASI FY 2016 Hazmat	\$1,431.01
UASI FY 2016 CodeRED	\$72,500.00

SHSP FY 2015 Enhance Homeland Security	\$29,036.00
	\$2,793.95
	\$1,327.33
UASI FY 2015 Regional Emergency Planners (salary reimbursements)	\$12,903.86
	\$13,201.72
	\$10,195.07
UASI FY 2015 IMT (salary reimbursements)	\$13,765.30
TOTAL November Grant Expenditures	\$157,443.23

Police Department

	Sworn	Full Civilian	Contract Full-Time	Contract Part	Temporary	Exempt	Total	
Current	115	24	7	5	12 (+2)	2	164	
Vacant	7	4	1	0	0 (+2)	3	17	
Total Allocated	119	28	8	5	12	5	181	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
7	Sworn	Officers			Chief/ Major	1/1 (2)	1 / 0	-1
1	Full Civilian	Analysis Supervisor			Captain	3	1	-2
3	Full Civilian	Police Dispatcher- PCO1			Lieutenant	6	5	-1
2	Temp	Police Crossing Guards			Sergeant	13	12	-1
1	Cont. Full	Major Crimes Invest			Corporal	13	12	-1

2	Temp	Police Cadets		Off 1st Class	51	49	-2
1	Exempt	1-Major / 2-Captain		Officer	36	34	-2
					124	114	-10

**** The above staffing numbers and vacancies are reflective of the FY18 Budget and position availability.

** Positions eliminated in FY15 budget process: 1- CALEA Manager (contractual), 1- Administrative Enforcement Position (Civil Service), 1- Police record Specialist (Civil Service), 1- Office Associate III (Civil Service)

Records Section:

	Monthly	YTD		Monthly	YTD		Monthly	YTD
Juvenile- Arrest	39	199	Reports Recvd	462	4996	Civil Citations	0	13
Adult- Arrest	110	1702	Traffic Citations	259	3382	Expungments	25	357
Total	149	1901	ERO's	221	699	Summons- Recvd	12	167
1st Time Offenders (INCL)	59	748	Warnings	39	2061	Summons- Served	6	134
Warrants Served- (INCL)	87	989	FIR's	32	260	Summons Active	8	93
Total Active Warrants	62	542	Reports to SAO	2	55	Accidents	41	565
Warrants Received	71	750						
Funds Submitted to Finance								
Fingerprint funds	\$1,136.00	\$14,807.75	911 Funds	\$45.00	\$610.00	Report Funds	\$715.00	\$7,005.25
Video Request Funds	\$80.00	\$570.00	Photo funds	\$0.00	\$60.00	Total funds sent	\$1,976.00	\$23,053.00
Other:								
Volunteer hours			Bill	16	202	Diane	12	152
Courts:								
Officer Court Summons			District Court	263	3351	Circuit Court	118	2347
Juvenile Court Summons			Juv Court Sum	12	104	Circuit Court	0	
Officer Court Postponements			District Court	0		Circuit Court	0	
Officer Court Missed			District Court			Circuit Court		
Validations:								

	Monthl y	YTD		Monthl y	YTD		Monthly	YTD
Stolen Boat	0	1	Stolen Vehicle	6	36	Letters Mailed	2	33
Stolen Part	0	7	Stolen Plate	12	117	Phone Calls Made	17	121
Stolen Gun	7	75	Wanted Person	3	43	TOTAL	19	154
Missing Person	2	4	canceled reports	7	42			
Article	2	3	Violent Persons	1	1	BWC Request Funds	480.90	480.90

Community Services:

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	16		Burglary reports	13
DJS home visits	0		Victim's contacted	13
DJS school visits	0		Residential Survey	2
HEAT meetings	2		Commercial Survey	0
Hispanic Liason	Total		Neighborhood Safety Training	0
Translator Contacts	15		Community requests	(7)
Victim Contacts	6		McGruff Appearances	0
Total Contacts	36		Watch Your Car	Total
Court Hours	2		Auto Theft reports	2
School Visits	42		Theft from Auto reports	5
Officer Activity	Total		Vehicles Registered	0
Meetings	20		Scooters Registered	0
Total School visits including Hispanic Liason	58		TFA/ Auto Theft Initiative Letters Sent	7
Calls for Service	10		J.O.I.N.S.	Total
Reports	2		Juveniles currently in JOINS	2
Foot Patrol Hours	42		Unsupervised juveniles	2

Business Checks	110		90 day supervision juveniles	2
Bank Checks	16		Home visits	3
Traffic Stops	3		School visits	1
Traffic Citations	0		Juveniles arrested	5
Traffic Warning	3		Juveniles that didn't qualify	5
FIR	0		Juveniles that qualified	0
Warrant Attempts	1		Teen Court	0
Emergency Evaluation	1		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	9
On View Arrests	0		Interested Explorers	0
Traffic Arrests	0		Explorer Post Training days	2
Summons	0		Community Events Attended	2
Juvenile Citations	0			
Total Arrests	1		Cadets	Total
			Current Cadets	2
CSS Events and Activities	74		Community Events	6

Community Service Section attended the following meetings in: (20)

- Met with Pastor of Heritage Church, President of Heritage Community, Developer for 1750 Forest Dr reference security and parking concerns
- APD Focus Group (3)
- President's Hill Community Meeting
- DARE meeting at Board of Ed
- ASAP Coalition
- Meeting reference Heritage Community security and parking at City Hall involving numerous City departments
- CSS Unit Meeting (2)
- Education Commission Annapolis High School
- Community Action Round Table
- Community Action Center to discuss community youth needs.
- MD Secretary of State-- Secretary's Office Latino Youth Needs and Gang Violence

- Seeds for Success Partnership-- How to add trauma services to What they do after 1st of year
- Newtowne 20 Community meeting-- 20 Rec Center
- Board of Education Meeting about DARE
- Annapolis Substance Abuse Prevention Coalition
- HEAT Team Meeting (2)
- Capital City Safe Streets meeting (1)
- APD Grants meeting
- Baltimore Area Council Explorers Advisor meeting
- Baywoods Community Meeting
- Meeting with Rev. Coates.

Community Service Section participated in the following events/ activities: (74)

- Eastport Working Together Session-held at Harbour House (2) The Working Together Session held an emergency meeting on November 29th due to the recent homicide in the community. The meeting was well attended with more than 70 community membersThe group scheduled another meeting for December 12th.
- Thanksgiving Day Events The Annapolis Police Department wholeheartedly participated in the We Care and Friends annual Thanksgiving dinner at the Stanton Center. More than 500 meals were served to the community.
- Annapolis Grand Illumination Event The Annapolis Police Department enthusiastically participated in the Annapolis Grand Illumination event hosted by the Jaycees. The highlight of the event was the lighting of the city's Christmas tree. The tree was adorned with blue lights and ribbons to honor APD's 150th Anniversary. APD and the community helped hang our 150th Anniversary ornaments on the tree.
- Eastport United Methodist Church Soup Kitchen- Members of Community services prepared and fed approx. 30 homeless people at this event.
- MRE tug of WAR
- Hero Day at West Annapolis Elementary School
- Travis Manion Foundation event at Mills-Parole Elementary
- Community Prayer Circle at APD
- NAACP awards dinner
- DARE instruction at Eastport Elementary (4)
- Character Counts at Georgetown East Elementary (17)
- Homework Club (16)
- APD Thanksgiving Meal
- Community Prayer Circle at APD
- Eastport United Methodist Church Winter Relief Dinner prep and service
- Tuesdays Joven Noble (22 Boys) Annapolis Middle (4)
- Wednesdays Joven Noble (12 Boys) Annapolis High (4)
- Wednesdays Joven Noble (10 Boys) MD Hall (4)
- Mondays Joven Noble Prep (Goldie Class) Mills Parole (4)
- Tuesdays Joven Noble Prep (10 Boys 3 girls) Eastport Elm (4)
- Thursdays Joven Noble Prep (12 Boys) Mills Parole (3)
- Fridays Joven Noble Prep (8 Boys) Tyler Heights (3)
- Latino Parent Support Group Annapolis Middle
- Latino Parent Support Group Annapolis High School

- Most wanted taping

Annapolis Police Auxiliary Unit

Total number of clients fingerprinted: 22

Meetings: 0

Total Hours: 28 fingerprinting hours

Auxiliary Officer Work Hours:

McCann (Aux 1) – 14 hrs

Cormier (Aux 11) – 0 hrs

Brown (Aux 12) – 7.50 hrs

Watts (Aux 13) – 0 hrs

Martin (Aux.14) – 10.50 hrs

Events the Aux. Officers attended:

APD Fingerprinting

Office Paperwork/Stats

Tug-of-War for APD

Travis Manion Foundation Local Project

Cadet Program

1. Megan Ross #6342 Total Hours worked: 80.5 hrs

2. Anna Woytko #6343 Total Hours worked: 33 hrs

Events the Cadets attended:

Tug of war

Homework club- Robinwood

Department Thanksgiving

Soup Kitchen- Stanton Center

Soup Kitchen- Eastport Comm church

Christmas Tree lighting

4 ride alongs

JOINS:

Officers reviewed (5) reports for the (5) juveniles arrested during this period. Of these cases, (0) met the JOINS Criteria and (0) will be entered into Teen Court. There are currently (2) youth in the program. (0) juveniles are on 3 month Supervised Probation. (2) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (3) home visits were made and (1) school visits.

Teen Court is a program designed by AA County Police and conducted at the District Court House in Annapolis.

ALERT Grant: All cases have been reviewed. Letters have been sent to each victim.

Vehicle Theft Prevention Numbers

(2) auto thefts reported

(0) bicycle thefts reported

- (13) burglaries reported
- (5) thefts from vehicles reported

Explorers POST 199:

The Annapolis Police Explorers had (2) meetings in Nov. 2017. (9) Explorers in program and (0) interested in applying. Conducted training on unknown risk traffic stops, holiday safety and suicide prevention. Explorers assisted homeless dinner and tree lighting ceremony.

Planning Activity

Building Activity

- Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022) Permit issued 3/21/17. Project is progressing. Last progress inspection held 6/23/17.
- Annapolis Police Department (199 Taylor Avenue – #BLD16-0353) Permit issued 9/1/16 for changes to indoor firing range. Failed final inspection 8/16/17.
- Annapolis Townes at Neal Farm (Dorsey Drive – #GRD16-0001) Permit issued for grading for new subdivision. Job is progressing.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. Duct smoke detectors were not working during last inspection. Email was sent to PW to have them repaired or replaced. Once this is done the permit will be ready for final inspection.
- Annapolis Yacht Club - Seven demolition permits were issued on Burnside Street, Sixth Street and Severn Avenue for new Annapolis Yacht Club Buildings.
- Annapolis Yacht Club (314 Sixth Street -BLD17-0248) Permit issued 11/2/17 for New family activity center.
- Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street) Permit issued 6/16/17 for addition and fire damage repairs. Footing inspection passed 11/27/17.
- Annapolis Yacht Club Sailing Center (510 Severn Avenue – #GRD17-0002) Grading for new permit issued 8/22/17.
- Annapolis Yacht Club Family Activity Center (314 Sixth Street #GRD17-0003) Permit issued 8/22/2017.
- Annapolis Yacht Club (510 Severn Avenue - BLD17-0249) Permit issued 11/2/17 for new sailing center.
- Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027) Permit issued 10/14/2016. Project is progressing.
- Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002) Permit issued 10/13/2016. Job is progressing.
- Arkadia, LLC (1981 Moreland Parkway, #4A - #BLD17-0555) Permit issued 10/27/17 for tenant fit-out. Ceiling close in inspection passed 11/30/17.
- Blue Lotus Yoga Studio (119 Hillsmere Drive - #BLD17-0519) Permit issued 10/27/17 for tenant fit-out. Framing inspection passed.
- Bywater Park (800 Bywater Road – #GRD15-0053) Permit issued 8/18/16 for Stream Restoration project. Job is progressing.
- Chart House Restaurant (300 Second Street #BLD14-0311) All work complete except for striping ADA parking spaces.

- Chart House Restaurant (300 Second Street - #BLD14-0312) Phase II alterations. All work complete except for striping the ADA parking spaces.
- Chesapeake Auto Body (1799 Margaret Avenue-#BLD16-0502) Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Slab inspection passed 10/17/17.
- Chinquapin Round Road Self Storage (1833 George Avenue-#GRD16-0013) Permit issued 11/1/16 for grading for new commercial building. Job is progressing.
- Chinquapin Round Road Self Storage (1833 George Avenue-#BLD16-0284) Permit issued 11/1/16 for new commercial building. Partial insulation inspection passed 9/14/17. Firestopping inspection passed 11/21/17.
- 935 Spa Road – City of Annapolis Public Works Dept. – #DEM15-0039) Permit issued 10/10/17 to demolish building.
- City Hall (160 Duke of Gloucester Street –#BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- City Hall (160 Duke of Gloucester Street – #BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- El Pan Café (1908 Forest Drive, #1D & 1E #BLD17-0029) – Permit issued 8/23/17 to expand into neighboring space. Framing inspection passed 11/08/17.
- Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517- #BLD16-0522) Permits issued 3/1/17 for new six townhouses. Work progressing, insulation inspection passed 5/19/17. Partial final inspection passed 6/30/17.
- Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736 - #BLD16-022) Permits issued 3/31/17 for new five townhouses.
- Groom My Style (703 Giddings Avenue –BLD17-0530) Permit issued 11/30/17 for new salon.
- Harbormaster's Building (City of Annapolis -1 Dock Street - #BLD17-0190) Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.
- Hilton Garden Suites 174 West Street – #BLD17-0551) Permit issued 10/31/17 for select interior alterations.
- Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & #GRD16-0026) Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- Lupita's Restaurant (1313 Forest Drive – #BLD15-0768) Permit issued 6/13/2016 to expand restaurant. Framing inspection passed 5/15/17.
- Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058) Grading for new addition – Permit issued 2/8/17.
- Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)
- Permit issued 6/20/17 for addition/alterations. Footing inspection passed 8/30/17. Waterproofing and drain tile inspection passed 11/21/17.
- MRE Capital (706 Giddings Avenue, #400 - #BLD17-0386) Permit issued 10/27/17 for tenant fit-out.
- Noah Hillman Parking Garage (150 Gorman Street - #BLD17-0515) Permit issued 10/25/17 for repairs on Level 1 ramp.
- Pax River Counseling (1819 Bay Ridge Avenue, Suite 190 #BLD17-0364) Permit issued 8/10/17 for tenant fit-out. Framing inspection passed 9/14/17. Final inspection passed 11/15/17.
- Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383) Permit issued 4/11/17 to construct new building for boat maintenance. Slab inspection passed 9/8/17. Progress inspection passed 10/18/17.
- Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060) Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane) – Permit issued 6/19/17 for first home in new development. Insulation inspection passed 9/15/17. Progress inspection 11/17/17.
- Primrose Hill Development (61-73 Primrose Hill Lane - BLD17-0044 – BLD17-0050) Permits issued 11/29/17 for first 6 townhouses.
- R.E. Robertson Plumbing & Heating (1829 George Avenue -BLD17-0059) Permit issued 11/7/17 for addition.

- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/1/16.
- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No construction to date.
- Spa Creek Stream Restoration Project (#GRD15-0019) - Permit issued 5/10/2017
- Stanton Center (92 W. Washington Street – #BLD15-0527) Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.
- Starbucks (122 Main Street #BLD17-0328) Permit issued 8/7/17 for tenant fit-out. Ceiling close in passed 11/14/17.
- Starbucks (970 Bay Village Drive – GRD17-0031) Permit issued 11/3/17 for new commercial building.
- Starbucks (970 Bay Village Drive-BLD17-0458) Permit issued 11/6/17 for tenant fit-out.
- Starbucks (970 Bay Village Drive – BLD17-0459) Permit issued 11/6/17 for new commercial building.
- St. John's College (#BLD17-0272 - 60 College Avenue) Permit issued 6/28/17 for alterations to McDowell Hall. Framing, ceiling close in and shaft wall inspections completed Nov. 2017.
- T-Mobile (958 Bay Ridge Road –BLD17-0548) Permit issued 11/14/17 for tenant fit-out.
- Timothy House & Gardens – Permits issued 2/14/2017 for grading & renovations to units.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building. Partial framing inspection passed 11/01/17.
- 110 Compromise Street (Formerly Fawcett's - #BLD16-0289) Permit issued 8/30/16 for renovation and addition. Footer inspections passed 8/10/17.
- 706 & 712 Giddings Avenue (#BLD16-0446) Permit issued 3/2/17 to expand & modernize the building. Partial framing passed 9/27/17. Shaft wall inspection passed 11/07/17.
- 122 Main Street (#GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- 122 Main Street #BLD15-0395) Permit issued 2/12/16 for new commercial building. Construction under shell permit complete, waiting on tenant fit out permit.
- 1415 Forest Drive (#BLD16-0772) Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.
- 1750 Forest Drive (GRD16-0025-Grading at Former MAIF Building) – Permit issued 11/3/17.
- 1750 Forest Drive (BLD17-0369 -Former MAIF Building) Permit issued 11/7/17 for addition/alterations.
- Formerly City Rec Center Building (#BLD16-0782-9 St. Mary's St) - Permit issued 5/5/17 to construct new condos. Wall pour and footing inspections 11/20/17.
- W&P Nautical (#BLD17-0094 - 311 Third Street) – Permit issued 6/15/17 for fire damage restoration.

Comprehensive Planning

- Nov 8: Met with AACO to discuss bike/pedestrian coordination
- Nov. 13: Met with AACO to discuss their functional transportation plan that is getting underway
- Nov. 15: Kick-off meeting for 285 West Street traffic study
- Nov. 17: Met with ECA members to discuss Forest Drive/Eastport Sector Study
- Nov. 21: Met with Elly Tierney to discuss City Dock Master Plan
- Nov. 28: Monthly BRTB meeting in Baltimore
- Began preparing final stage of Cultural Hazard Mitigation Plan

Current Planning

Monthly News/New Projects:

- Administrative Interpretation (ADM2017-013) for Eastport Plaza, LLC, for a three part interpretation: 1. Because the Project (The Lofts at Eastport Landing) is entirely separate and apart from the existing shopping center, and, because it does not itself meet Code's definition of a shopping center at 21.72.010.D, is it a standalone, non-shopping center use that need not comply with the 100-foot setback that is required for shopping centers; 2. If the Project provides the required MPDU's, and of the 20% MPDU tolerance is applied under Code 21.30.160.C, so that the mixed-use structure will exceed 45 feet in height, is planned development processing required under Code 21.38.030.E, or does the tolerance contain a measure of relief from such additional requirement; 3. Should the density calculation for the dwellings above non-residential be based on the entire zoning lot because the Project is a separate use on a single zoning lot, located at 916 Chesapeake Ave.,
- Subdivision (SUB2017-008) for Louis Sams, for plat of consolidation for parcels 359 & 435, located at Tyler Ave.,
- Zoning Certificate (ZC2017-048) for Gary Greco, to construct a 10' x 16' shed, located at 331 Dewey Dr.,
- Zoning Certificate (AC2017-047) for Michael Brey, to construct a 10' x 16' shed, located at 524 First St.,
- Buffer Management Plan (BMP2017-001) for removal of 3 hazardous trees, located at 705 Glendon Ave.,
- Buffer Management Plan (BMP2017-002) for removal of a hazardous tree, located at 821 Childs Point Rd.,
- Buffer Management Plan (BMP2017-003) for removal of 5 hazardous trees, located at 700 Americana Dr.,
- Buffer Management Plan (BMP2017-004) for removal of invasive species, located at 1101 Bay Ridge Ave.,
- Buffer Management Plan (BMP2017-005) for removal of 5 hazardous trees, located at 799 Fairview Ave.,
- Administrative Interpretation (ADM2017-012) for 69 West Street, requesting a parking waiver for 14 spaces to achieve 180 total seats for the restaurant operation, an addition of 46 seats upstairs. The opening of the parking lot in the evenings to the public has provided dozens of new spaces available to customers—daily pass go until 6:00 p.m., located at 69 West St.,
- Administrative Adjustment (ADM2017-013) for Darlene Finch, to add an 11' x 16' covered rear porch requiring a 2-foot reduction to the rear yard setback, located at 1219 Van Buren St.,
- Administrative Adjustment (ADM2017-014) for Harvey Tillipman, for a 4-foot reduction to the rear yard setback to construct a 13' x 14' screen porch, located at 420 Adams St.,
- Administrative Adjustment (ADJ2017-015) for Bowen Comm. Dev. Corp., for a waiver of the required bufferyards in accordance with 21.50.190 for both the rear and interior-side buffer yards, located at 61 W. Washington St.,
- Port Wardens (PORT2017-027) for Jill Petit Trustee, to add a second boat lift, located at 519 Horn Point Dr.,
- Forest Stand Delineation (FSD2017-003) for Anne Arundel County Public Schools, for renovation and addition to Tyler Heights Elementary School, located at 200 Janwall St.,

Major Planned Actions:

- Planning Commission, December, 2017: (No Hearings in December)
- Board of Appeals, December 5, 2017:
Public Hearings:

1. APL2017-007 Appeal by Noreast Holdings, LLC, from the administrative decision and findings issued by the Director of Planning and Zoning, dated August 2, 2017, regarding ADM2017-003, a request for shared parking for uses proposed on the property located at 424-428 Fourth St.,

Community Development

Community Development Block Grant

- Participated in online training for the HEROS Environmental Review software that CDBG recipients use to conduct environmental reviews of all CDBG funded projects.
- Met with BNI Executive Director and representative from HACA to discuss fair housing issues related to “source of income” discrimination problems that have come to our attention. HACA will report to our office the names of landlords that refused to accept vouchers. We also discussed fair housing testing and training for landlords with rental licenses.
- Continued with planning for upcoming required Fair Housing Assessment, as part of a regional team including Harford, Anne Arundel, Baltimore, Howard counties and Baltimore City. Finalized stakeholders list and discussed citizen participation process. Will attend training in December.
- Completed other CDBG program financial disbursements and administrative activities.

Clay Street

- Worked with Town Pines Court HOA to remove abandoned vehicles on its property. Continued working with BCDC on the Veterans Housing project and the Masonic Lodge Renovation Project.

MPDU Program

- Continued working on policies and procedures for a closing cost and down payment assistance program for first time home buyers with incomes at or below 100% of median income. The program will be financed with MPDU payment in lieu fees in the Homeownership Assistance Trust Fund which may be used for purchase land and or buildings for other affordable housing that would be provided to persons that meet the eligibility criteria for purchasing or renting MPDUs; provide settlement expense, down payment and mortgage write down assistance to eligible persons or households; construct for sale housing units; purchase and or rehabilitate rental housing for conversion to homeownership; rehabilitate residential units including owner occupied residential units; provide funds to match other State or Federal homeownership programs; provide funds for administrative costs; or contract with nonprofit developers for development of housing units for sale to eligible low or moderate income buyers.
- Started working on a MPDU Program policies and procedures manual for applicants, developers and builders. Manual will include all forms, policies and procedures for those developers/builders required to provide MPDUs and for individuals and families applying to participate in the program. All the information is now available in the city code and on the CD Division website.

Homeless

- Attended the monthly Partnership to End Homelessness meeting which centered on discussion of finding housing for individuals with psychiatric disabilities, working with homeless youth and results of Homeless Resource Day and Youth Drop In Center.

Misc.

- Working with HACA and Anne Arundel Community College to setup a Certified Nurses/Geriatric Assistant training program at HACA. Working on finding space at HACA and funding which requires \$2,600.00. per trainee.

Historic Preservation

Administrative approvals issued - 12

Total estimated costs of approved applications - \$165,807.00

Private - \$165,807.00

Public - \$

Public Hearing approvals issued - 4

Total estimated costs of approved applications - \$578,920.00

Private - \$563,920.00

Public - \$15,000.00

Economic Development

- Provided 55 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors; determine Historic and Arts District Tax Credits; provide no-cost business consultation; locate space; conduct market research; resolve permitting and signage issues; stage ribbon-cuttings; and develop workforce
- Prepared for, welcomed and trained new Small Minority Business Enterprise Liaison
- Worked with Anne Arundel County and Small Business Development Center to promote joint City-County Hispanic Business Class series
- Updated the City's New and Expanding Businesses List and Vacancy Reports (both downtown and citywide) and sent out (9) new-business and 2-year-anniversary letters
- Attended Senator Cardin's forum to advise small businesses about upcoming tax and other regulatory changes
- Attended the City's Resiliency Conference (*Keeping History Above Water*) to gain a better understanding mitigating potential economic impacts of sea level rise to the City
- Participated in 37 meetings and events with city departments and business support organizations to align economic development, events and/or marketing strategies:
 - AAEDC (attended weekly staff meetings; obtained ongoing support and resources for City businesses)
 - Downtown Annapolis Partnership/Inner West Street Associations (participated in Board and ad hoc support meetings)
 - Design District (assisted in obtaining a business list to potentially increase membership)
 - West Annapolis Business Affiliation (met with two members to learn more about how City can support this district)

- Maryland Avenue Business Association (assisted in obtaining permissions for new temporary signage and electric car shuttles during the holidays)
- Launch! Annapolis (attended entrepreneurial ecosystem event to support new and innovative tech businesses)
- Back Creek Conservancy (discussed feasibility of filing a joint City-County *No Discharge Zone* application)
- Planning & Zoning (attended various ad hoc meetings)
- SP+ (attended weekly meetings to address business concerns)
- Finance Department (prepared job growth rates, jobs data for top employers and per capita income numbers)
- Maritime Advisory Board (attended monthly meeting)
- Mayor's Office (met regarding potential international business program with Niteroi, Brazil)
- USS Sioux City Commissioning Event Team (learned more about an upcoming spring/summer event bringing 6,000+ to the City)
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts:
 - Joint City-County Maritime Industry Strategic Plan
 - Historic and Cultural Heritage Assessment

Recreation and Boating

Recreation

- The Recreation and Parks Department's new registration software, Civic Rec, went live in November. Like all new software, there have been some hiccups. Staff is working alongside MIT on getting the software up and running smoothly. Since we are starting from scratch, patrons are being asked to show their IDs for resident pricing. We are asking for patience as we transition completely to the new Civic Rec software.
- **Marketing:**
 - The Winter 2018 program guide production is complete, ads in The Capital (print and online) completed, and the guide was distributed in The Capital on 11/26
 - Promotion of winter 2018 program registration started November 20th
 - Marketing Staff continued publicity of the Mighty Milers track meet on Tue Nov 14
 - Continued updates on social media, REACH display, PMRC street sign throughout the month
 - ARPD (sponsor) mention on WNAV 1430 AM during Ravens games broadcasts
 - Multiple social media posts (Facebook, Twitter, Instagram) for promoting: new fitness classes starting in November, Mighty Milers event, youth basketball registration deadline, new Youth Rec Room opening, Kids Day In and new ARPD Play Day in December, etc.
 - E-News sent on 11/1 11/8 11/15 11/22 11/29 to 5,900+ e-mail addresses each time
 - Facebook 11/1-11/28: most notable is 286 video views up 853%! Additionally, the November reach was 4,127 up 180%, 542 post engagements up 79%, 17 new likes up 70%, 17 new followers up 55%, 203 pages views up 72%

- Twitter 11/1-11/28: 3,032 followers (gained 10 new followers), 140 profile visits for a 2.2% increase, sent out 15 Tweets up 66.7%, had 3,225 Tweet impressions, top media tweet was promoting new Youth Rec Room opening 12/4 with 317 impressions, top Tweet was announcing winter 2018 program guide distribution with 340 impressions
- Staff met with photographer Hugh Vandervoort about wildlife pictures in parks 11/6
- Staff met with Kenny White in OEM/Fire about drone photography of parks 11/7
- Staff worked with Kenny White and Patrick Donlan on drone photography of large COA parks – Waterworks, Truxtun, Back Creek Nature – week of November 27
- Staff started design re-do of ARPD flyer templates (to roll out in January 2018)
- ARPD December newsletter created
- TO NOTE: Modell's fall fundraiser brought in \$183 for the Scholarship Fund

- **Stanton Center:**

- 1st Sunday Feeding : Sunday November 5
- Deliverance Church: Sunday November 5,12,19 & 26
- True Church of God: Sunday November 5,12,19 & 26
- Spencer Cook Out: Saturday November 4
- Fundraiser dinners: November Friday 3
- Birthday Party: Saturday November 11
- Thanksgiving Dinner: Monday November 20
- Tough Love NA Meeting (GYM): Tuesday November 7,14,21 & 28
- Local Organization Committee (LCR): Thursday November 2,9,16, 23 &30
- GED Preparation (CPL): Saturday November 4,11,18 & 25
- Elite Drum Rehearsal (GYM): Monday November 6, 13, 20 & 27
- Sports Academy: Thursday November 2, 9 & 16
- Dr. Washington Band Rehearsal: Thursday November 1,8,15 22 & 29

- **Health and Fitness:**

- Fitness Class Participants: 1,744
- Personal Training Hours: 52
- Added several classes to the fitness schedule in preparation of the January fitness craze.
- Mighty Milers Event At Annapolis High School Track: 320 3rd thru 5th graders, 11 elementary schools and 60 midshipmen volunteers with Healthy food donations from Grauls, Naval Bagel and Giant. All funded by a 5,000 dollar grant from the Baltimore Ravens
- Staff attended Art in Public Places Commission meeting
- Staff is planning inaugural art exhibition in the Pip Moyer Rec Center on January 25th 5- 7PM

- **Sports:**

- Finished Adult Softball Leagues
- Finished WAKA Fall Kickball League
- Finished youth & adult classes (Basketball, Boxing, Fencing, Karate, Rock Climbing, Volleyball)
- Finished all Permitted sports (Soccer, Field Hockey, Rugby, Lacrosse, Track, Football)
- Finalized Youth Basketball Registration (3 clinics, 6 leagues, 39 Teams)
- Program Revenue = \$9,255.00
- Rental Revenue = \$5,404.50
- Received \$770.00 from Fall Soccer Program Revenue Share
- Upcoming Events: Dec. 28 – Free Youth Play Day with new Soccer Program Sponsorship with Christos FC

- **Latchkey and Classes:**

- All child care staff was required to be re-fingerprinted through Maryland and the FBI Rap-back system. All staff completed this task in a timely fashion so we can get reimbursed. All child care workers along with nurses had to get this done.
- New Basic Health and Safety Training with 10 specific topic areas are required by all latchkey staff and needs to be completed prior to the end of January 2018.
- Dance classes culminate next month with a dance showcase at the "Pip" Moyer Recreation Center. Parents and Grandparents are invited to attend.

Parks

- All Park Facilities and Water Fountains have been winterized.
- All of the major repairs to the turf areas have been made.
- Parks crews have been doing several building cleanups (Boathouse Storage area and the Backcreek Building)
- All of the department irrigation sites have been winterized.
- All bi-annual playground inspections have been completed, as well any minor repairs.
- The Park Staff will be assisting with the Mayor Senior Holiday Dinner/Luncheon at the Bates Senior Center.
- The Parks Division will be supplying tables and chairs for the New Mayor Inaugural Ceremony.
- The Parks Division will be supplying tables and chairs for the New Years Eve Event at Susan Campbell Park.
- Staff continues to complete our grant funded projects.

Boating

- Harbormaster staff worked on Annual Moorings and are revamping the timeline, so that new customers can be notified that a mooring is available in early Spring, as opposed to Summer.
- November 1st--Truxton Park boat ramp began using park mobile as the method by which customers pay to launch their boat.
- Winter Storage is full. We have left room for transient boaters, but we are making much more revenue than last winter.
- Harbor staff planned and executed a successful Maritime Republic of Eastport Tug of War. We had an After-Action meeting with the USCG after the event.
- The Harbormaster and the Deputy are busy planning the Parade of Lights (Dec 9th) and New Year's Eve Fireworks.
- Harbor staff is working with grant coordinators with Department of Natural Resources to plan an overhaul of the boat ramp at Tucker Street. Conceptual drawings have been created and our next step is to garner community support.
- Redecking of the boardwalk has gone out to bid. The work should begin in January 2018.

Transportation

Monthly News

2018-2020 Title VI Implementation Plan for Annapolis Transit

The Department received Maryland Transit Administration's (MTA) approval of its draft 2018-2020 Title VI Implementation Plan for Annapolis Transit. The Plan is based on Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Maryland Transit Administration (MTA) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI. FTA provided guidelines for developing the Plan.

The Plan details how Annapolis Department of Transportation (which operates Annapolis Transit) incorporates nondiscrimination policies and practices in providing services to the public. At minimum, the city government must endorse the Plan before submitting it to MTA as a final document.

Safety Meeting

The monthly safety / operations meeting was held on November 16, 2017: Topics discussed were: secondary employment, new accident witness cards, student ID's, old tokens, calling out major stops & transfer points (ADA requirement), new bus shelters on the Yellow route near SSA, use of seatbelts – video shown (2), care & caution in and around parking lots, the malls, narrow street, etc.

Miscellaneous

- Meetings staff participated in include:
 - Maryland Department of Transportation CTP tour & meeting
 - Baltimore Regional Transportation Board (BRTB) meeting
 - Transportation Association of Maryland (TAM) Board meeting
 - Maryland Transit Administration Locally Operated Transit System (LOTS) facility assessment inspection

Activity Report

Transit Operations

Table 1. November 2017 Unlinked Passenger Trips

Route	November 2017	November 2016	% Change
Red	5,026	4,522	11.15%
Yellow	1,929	2,355	-18.09%
Green	8,205	5,694	44.10%
Orange	1,387	1,587	-12.60%
Gold	2,515	2,113	19.03%
Brown	6,555	5,609	16.87%
Purple	2,537	2,858	-11.23%
Circulator	4,212	2,373	77.50%
State Shuttle	3,721	2,784	33.66%
Paratransit	235	240	-2.08%
Total	36,322	30,135	20.53%

Table 2. November 2017 Farebox Revenue

Route	November 2017	November 2016	% Change
Red	\$6,517	\$6,743	-3.35%
Yellow	\$928	\$1,282	-27.61%
Green	\$9,731	\$9,404	3.48%
Orange	\$1,911	\$2,244	-14.84%
Gold	\$2,684	\$2,601	3.19%
Brown	\$8,634	\$8,993	-3.99%
Purple	\$3,068	\$3,011	1.89%
Circulator^^	\$0	\$1,225	-100.00%
State Shuttle**	\$319	\$367	-13.08%
Paratransit	\$691	\$921	-24.97%
Total	\$34,483	\$36,791	-6.27%

^^ Free since July 1, 2017 **Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in November 2017: 4,667.5 hours

Total Service Miles in November 2017: 45,142 miles

On-Time Performance (OTP):

ADA Paratransit Service: OTP for paratransit service was 100%. There were six (6) cancellations and four (4) no-shows.

Fixed routes OTP was 87% based on 38 observations.

Preventive Maintenance:

- Eight (8) scheduled preventive maintenance services were completed on time.
- There were seven (7) documented road calls.

Parking

Table 3. Parking Garages, Vehicles Parked & Revenue – November 2017

Garage/Lot	Vehicles Parked	Revenue
Gotts	17,674	\$151,965
Hillman	14,679	\$140,765
Knighton	5,335	\$34,411
Park Place**	11,211	\$103,430
South Street Lot	1,009	\$10,843
Larkin Street Lot	136	\$11,610
City Dock Lot^^	6	\$725
Total	50,050	\$453,749

**Managed by Towne Park ^^City Dock lot monthly program only

Table 4. On-Street Parking - November 2017

Citations	685
Citation Revenue	\$33,360
Meter Transactions	55,956
Meter Revenue	\$119,716

Overtime and Leave (sick, vacation personal) Hours

Sick, vacation, personal, FMLA/Short-term disability leave are the main causes of overtime, particularly in transit operations. There was no overtime in Administration. Below are the overtime and leave hours by division for the period November 2, 2017 through November 29, 2017. Currently, there are two (2) vacant positions in maintenance and two vacant positions in transit operations (full-time and part-time bus operators).

Table 5 Summary of Overtime and Leave Hours – 11/02/2017 – 11/29/2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
PEO	21.5	14
Transit Operations-Drivers only	312	376
Transit Supervision	83	120
Vehicle Maintenance	13.5	48
FMLA/Short Term Disability Leave Hours		317

African American Liaison

- Continued to walk the neighborhoods and speak to residents about their concerns and needs.
- Received information from residents regarding drug activity homes and relayed information to police.
- Continued to advocate for clients at the Anne Arundel County Drug Court.
- Continued to send (five) men and (one) women to long-term treatment programs.
- Sent four men and two women to detox and short-term treatment programs.
- Continued to transition folks from treatment into recovery houses and sober living programs.
- Provided food/clothing/furniture for community residents in need.
- Held our annual We Care and Friends Thanksgiving Dinner for the homeless and the Annapolis Community, serving over nine-hundred people.
- Continued to develop the “Women of Grace” project in the Eastport and Harbour House
- Communities meeting at the Rosalie E. Mitchell Community Center.
- Volunteered for the Chocolate Binge Festival on December 03, 2017 as Santas Claus.
- Participated in the Mayoral Inauguration on December 04, 2017 by providing a security team of fifteen people to secure the event.
- Attended meeting at the Bates Senior Center for participating in their holiday party.
- Assisted client with reporting stolen guns from a private property.
- Turned in ammunition from off the streets to the Annapolis police station.

